Circular 614
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ONTARIO

Department of Education

MEMORANDUM

RE

BASIC TEACHING CERTIFICATES

VALID IN ELEMENTARY SCHOOLS

Replacing Circular 614, Memorandum Respecting Higher and Permanent Certificates, last printed in 1954.

Where this Memorandum is used in replying to an enquiry, attention is drawn to the following pages:

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Issued by Authority of
THE MINISTER OF EDUCATION

INTERIM TEACHING CERTIFICATES (BASIC)

Valid in Elementary Schools

The following Interim basic teaching certificates are valid in the elementary schools of Ontario, in the grades indicated.

Valid for 5 years from date of issue

Interim Second Class Certificate (1-10) (not issued since 1953 except to teachers from outside Ontario who have been granted Letters of Standing equivalent to this certificate).

Interim First Class Certificate (1-10) (not issued since 1957)

Interim Elementary-School Teacher's Certificate (1-10)

Interim Primary School Specialist's Certificate (K, 1, 2)

Valid for 5 years from date of issue, in schools where French is a subject of instruction with the approval of the Minister

Interim Second Class Certificate (1-10)

Deferred Interim First Class Certificate (1-10) (not issued since 1955)

Deferred Interim Elementary-School Teacher's Certificate (1-10)

Interim Elementary-School Teacher's Certificate (1-10)

Valid for 2 years from date of issue

Interim Kindergarten-Primary Certificate, obtained through attendance at a Normal School (K, 1, 2) (not issued since 1939)

Interim Kindergarten-Director's Certificate (K) (not issued since 1929)

Interim High School Assistant's Certificate, Type B (in elementary school, 9, 10 only)

Note: A teacher who believes himself to be eligible for a Permanent certificate should make application for it.

The following are not included above, since they are of a temporary or special nature:

(a) **Letter of Permission,** issued to a School Board to engage an unqualified person where it is not possible to obtain the services of a qualified teacher.

(b) **Letter of Standing,** issued to a teacher who has had equivalent academic and professional training in the Commonwealth of Nations outside of Ontario or in the United States of America. It has the force of one of the Interim teaching certificates (basic) for one year. After one year of successful teaching experience, it may be exchanged for the appropriate Interim teaching certificate, on the recommendation of the Inspector concerned.

(c) **Letter of Standing (Renewable),** issued to a teacher who has had at least 3 years of teacher training outside Ontario, in the Commonwealth of Nations or in the United States of America, in one of the special subjects, such as Art or Home Economics, but not in the general subjects. May be renewed from year to year upon the recommendation of the Inspector concerned and may eventually become a Permanent Letter of Standing for the special subject concerned.

(d) **Letter of Provisional Standing,** issued to a teacher who passes in practice-teaching but fails in one subject, at a Teachers' College. Valid for one year only.

(e) **Temporary Certificate,** valid for one year with extension for a second year, as part of the In-service Course (2 summer courses, 2 years of teaching, followed by one year at a Teachers' College).

(f) **Deferred Interim Second Class Certificate,** valid for one year, with extension for a second year, as part of the In-service Course at the University of Ottawa Teachers' College (3 summer sessions and 3 years of successful teaching experience).

PERMANENT TEACHING CERTIFICATES (BASIC)

Valid in Elementary Schools

Each of the foregoing Interim teaching certificates, except the Deferred certificates, may be made Permanent, upon the recommendation of the Inspector concerned, after two years of successful teaching experience, **subsequent to the date of the Interim certificate,** in the schools and grades in which the certificate is valid.

Procedure when application is being made for a Permanent teaching certificate **(basic)**

(a) The applicant should write to the Deputy Minister, Department of Education. Parliament Buildings, Toronto, Ontario, asking for a copy of Form 629, **Application for Permanent Teaching Certificate.**

(b) The applicant will be sent, with Form 629, copies of Form 624, **Certificate of Elementary School Teaching Experience.**

(c) The applicant should have one copy of Form 624 completed and signed by the Inspector, covering at least two years of teaching subsequent to the date of his Interim certificate. In some cases two or more Inspectors will be concerned.

(d) The **applicant** should then send the completed Form 629 and the completed Form(s) 624, and his Interim teaching certificate, to the Deputy Minister.

(Where a woman teacher has been married subsequent to the issuing of the Interim certificate, the marriage certificate or an official statement from the Inspector regarding the change in name, should accompany the application.)

(e) The Deputy Minister will send the application to the Inspector for his recommendation.

(f) When the Inspector's recommendation has been received, the Permanent Certificate or an explanatory letter will be sent to the applicant.

(Because of the large number of applications received, there may at times be some delay in dealing with them. If an applicant does not hear from the Department within four weeks, however, an enquiry should be addressed to the Deputy Minister.)

PROCEEDING FROM ONE CERTIFICATE TO ANOTHER

SECTION I

RAISING A SECOND CLASS CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE

A. After one year's attendance at a Normal School in a course leading to an Interim Second Class Certificate

1. The holder of a Second Class Certificate obtained through one year's attendance at a Normal School other than the University of Ottawa Normal school, in a course leading to an Interim Second Class Certificate, may obtain an Interim Elementary-School Teacher's Certificate by submitting to the Deputy Minister

(a) his Interim or Permanent Second Class Certificate, and

(b) certificates of standing in five Grade 13 papers.

Note 1: An applicant may substitute evidence of three years of successful teaching experience in Ontario on a certificate valid in Ontario, certified by the proper Inspector or Inspectors, for each Grade 13 paper specified in 1. (b) above.

Note 2: An applicant who holds an honourable discharge from active service in Her Majesty's Forces may substitute evidence of six, twelve, eighteen, twenty-four, or thirty months of active service for one, two, three, four, or five of the Grade 13 papers, respectively, specified in 1. (b) above.

Note 3: Teachers from other provinces and countries who obtained Second Class Certificates by passing Ontario Normal School examinations prior to 1953 may raise their certificates to Interim Elementary-School Teacher's Certificates under the provisions outlined above.

Note 4: Teachers from other provinces and countries who obtain Second Class Certificates by teaching successfully on Letters of Standing are required to submit evidence of Grade 13 standing in eight papers including one English paper. The plan of substitution of evidence of successful teaching experience and of war service, as outlined in Notes 1 and 2, applies in the case of all eight papers.

B. After attendance at Normal School Summer Sessions, 1944 - 1953

2. The holder of a Second Class Certificate obtained through attendance at Ontario Normal School Summer Sessions may obtain an Interim Elementary-School Teacher's Certificate by submitting to the Deputy Minister

(a) his Interim or Permanent Second Class Certificate,

(b) a certificate of standing in Grade 13 English Composition or English Literature, and

(c) certificates of standing in four additional Grade 13 papers.

Note 5: In the case of applicants qualified for teaching in schools in which French is a subject of instruction with the approval of the Minister, Grade 13 standing in either English Composition or English Literature and in either Composition Française or Littérature Française and in three additional papers is required.

Note 6: An applicant may substitute evidence of three years of successful teaching experience in Ontario on a certificate valid in Ontario for standing in each of any two of the four additional Grade 13 papers specified in 2. (c) above.

Note 7: In the case of applicants qualified for teaching in schools in which French is a subject of instruction with the approval of the Minister, three years of successful teaching in such schools in Ontario will be accepted in lieu of standing in each of any two of the three additional Grade 13 papers required.

Note 8: An applicant who holds an honourable discharge from active service in Her Majesty's Forces may substitute evidence of six, twelve, eighteen, twenty-four, or thirty months of active service for standing in one, two, three, four, or five of the Grade 13 papers, respectively, specified in 2. (b) and 2. (c) above.

C. After one year's attendance at University of Ottawa Normal School or University of Ottawa Teacher's College in a course leading to an Interim Second Class Certificate

Where Attendance Was Prior to September 1, 1953

3. The holder of a Second Class Certificate obtained through one year's attendance at the University of Ottawa Normal School in a course leading to an Interim Second Class Certificate, prior to September 1, 1953, may obtain an Interim Elementary-School Teacher's Certificate by submitting to the Deputy Minister

(a) his Interim or Permanent Second Class Certificate,

(b) a certificate of standing in Grade 13 English Composition or English Literature,

(c) a certificate of standing in Grade 13 Composition Française or Littérature Française, and

(d) certificates of standing in three additional Grade 13 papers.

Note 9: An applicant may substitute evidence of three years of successful teaching experience in Ontario on a certificate valid in Ontario, in a school in which French is a subject of instruction with the approval of the Minister, certified by the proper Inspector or Inspectors for standing in each Grade 13 paper specified in 3. above.

Note 10: An applicant who holds an honourable discharge from active service in Her Majesty's Forces may substitute evidence of six, twelve, eighteen, twenty-four, or thirty months of active service for standing in one, two, three, four, or five of the Grade 13 papers, respectively, specified in 3. above.

Note 11: Teachers from other provinces and countries who obtained Second Class Certificates by passing the University of Ottawa Normal School examinations may obtain an Interim Elementary-School Teacher's Certificate under the provisions outlined in 1. above.

Where Attendance Was Subsequent to September 1, 1953

4. The holder of a Second Class Certificate obtained at the University of Ottawa Teachers' College, in a course leading to an Interim Second Class Certificate, subsequent to September 1, 1953, may obtain an Interim Elementary-School Teacher's Certificate by submitting

(a) his Interim or Permanent Second Class Certificate,

(b) a certificate of standing in Grade 13 English Composition or English Literature,

(c) a certificate of standing in Grade 13 Composition Française or Littérature Française,

(d) certificates of standing in six additional Grade 13 papers.

Note 12: An applicant who holds an honourable discharge from active service in Her Majesty's Forces may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, forty-two, or forty-eight months of active service for standing in one, two, three, four, five, six, seven, or eight of the Grade 13 papers, respectively, in 4. above.

Note 13: Teachers who obtained their Interim Second Class Certificates by successful completion of the In-service Course at the University of Ottawa Teachers' College may obtain Interim Elementary-School Teacher's Certificates under the provisions outlined in 4. above.

SECTION II

RAISING A DEFERRED INTERIM FIRST CLASS CERTIFICATE OR A DEFERRED INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE OBTAINED THROUGH ATTENDANCE AT THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE, TO AN INTERIM FIRST CLASS CERTIFICATE OR AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE

Where Attendance Was at the 1952-53 Session

5. The holder of a Deferred Interim First Class Certificate obtained through attendance at the 1952-53 session of the University of Ottawa Normal School may obtain an Interim First Class Certificate by submitting

   (a) his Deferred Interim First Class Certificate,

   (b) a certificate of standing in Grade 13 English Composition or English Literature,

   (c) a certificate of standing in Grade 13 Composition Française or Littérature Française, and

   (d) certificates of standing in three additional Grade 13 papers.

Where Attendance Was Subsequent to September 1, 1953

6. The holder of a Deferred Interim First Class Certificate or a Deferred Interim Elementary-School Teacher's Certificate obtained through one year's attendance at the University of Ottawa Teachers' College subsequent to September 1, 1953, may obtain an Interim First Class Certificate or an Interim Elementary-School Teacher's Certificate, as the case may be, by submitting

   (a) his Deferred Interim First Class Certificate or his Deferred Interim Elementary-School Teacher's Certificate,

   (b) a certificate of standing in Grade 13 English Composition or English Literature,

   (c) a certificate of standing in Grade 13 Composition Française or Littérature Française, and

   (d) certificates of standing in six additional Grade 13 papers.

Note 14: Substitution of months of active service for standing in the Grade 13 papers specified in 5. and 6. above will be accepted on the basis stated in Note 2 on page 5. In this case evidence of successful teaching experience may not be substituted.

SECTION III

RAISING A KINDERGARTEN-PRIMARY CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE

7. The holder of an Interim Kindergarten-Primary Certificate obtained through one year's attendance at a Normal School in Ontario may obtain an Interim Elementary-School Teacher's Certificate by submitting

   (a) her Interim or Permanent Kindergarten-Primary Certificate,

   (b) a certificate of standing in Grade 13 English Composition or English Literature,

   (c) certificates of standing in four additional Grade 13 papers, and

   (d) evidence of the successful completion of the final examinations of the One-year Course at a Teachers' College.

Note 15: An applicant may substitute evidence of three years of successful teaching in Ontario on a certificate valid in Ontario, certified by the proper Inspector or Inspectors for standing in each Grade 13 paper specified in 7. above.

Note 16: An applicant who holds an honourable discharge from active service in Her Majesty's Forces may substitute evidence of six, twelve, eighteen, twenty-four, or thirty months of active service for standing in one, two, three, four, or five Grade 13 papers, respectively specified in 7. above.

SECTION IV

RAISING A THIRD CLASS CERTIFICATE TO AN INTERIM SECOND CLASS CERTIFICATE

8. The holder of an Interim or Permanent Third Class Certificate may obtain an Interim Second Class Certificate by submitting

   (a) his Interim or Permanent Third Class Certificate,

   (b) a certificate of standing in Grade 12 English or certificates of standing in Grade 13 English Composition and English Literature,

   (c) a certificate of standing in Grade 12 History or a certificate of standing in Grade 13 History,

   (d) a certificate of standing in Grade 12 Mathematics or a certificate of Grade 13 standing in one of Algebra, Mathematics of Investment, Geometry, Trigonometry and Statics,

   (e) a certificate of standing in Grade 12 Science or a certificate of Grade 13 standing in one of Physics, Chemistry, Botany, Zoology, and

   (f) evidence of the successful completion of the final examinations of the One-year Course at a Teachers' College.

Note 17: In the case of applicants qualifying for teaching in schools in which French is a subject of instruction with the approval of the Minister, a certificate of standing in Grade 12 Composition Française and Littérature Française is required in place of the Science stipulated in (e) above, and the final examinations mentioned in (f) must be those of the University of Ottawa Teachers' College.

SECTION V

PROCEEDING FROM AN INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE

9. The holder of an Interim High School Assistant's Certificate, Type B may obtain an Interim Elementary-School Teacher's Certificate by submitting

   (a) his Interim High School Assistant's Certificate, Type B, and

   (b) evidence of the successful completion of attendance at the January to June session of the One-year Course at a Teacher's College.

SECTION VI

PROCEEDING FROM A PERMANENT HIGH SCHOOL ASSISTANT'S CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE

10. The holder of a Permanent High School Assistant's Certificate, Type B may obtain an Interim Elementary-School Teacher's Certificate by passing the final examinations of the One-year Course at a Teachers' College.

SECTION VII

PROCEEDING FROM A PERMANENT VOCATIONAL CERTIFICATE TO AN INTERIM ELEMENTARY-SCHOOL CERTIFICATE

11. The holder of a Permanent Vocational Certificate may obtain an Interim Elementary-School Teacher's Certificate by submitting

    (a) his Permanent Vocational Certificate,

    (b) evidence of Grade 13 standing in English Composition or English Literature and in seven additional papers, and

    (c) evidence of successful completion of the final examinations of the One-year Course at a Teachers' College.

Note 18: Where an applicant holds an honourable discharge from active service in Her Majesty's Forces, and submits evidence of Grade 12 standing in English, History, Mathematics, and Science, he may substitute months of active service for standing in Grade 13 papers on the basis stated in Note 2 on page 5.

SECTION VIII

CHANGING A CERTIFICATE VALID IN THE ELEMENTARY SCHOOLS TO AN INTERIM CERTIFICATE VALID IN ELEMENTARY SCHOOLS IN WHICH FRENCH IS A SUBJECT OF INSTRUCTION WITH THE APPROVAL OF THE MINISTER

12. The holder of a certificate valid in the elementary schools may obtain a corresponding certificate valid in elementary schools in which French is a subject of instruction with the approval of the Minister by submitting

    (a) his Interim or Permanent certificate,

    (b) evidence of Grade 13 standing in Composition Française or Littérature Française, and

    (c) evidence of the successful completion of the final examinations in English Part I, English Part II, French Part I, and French Part II at the University of Ottawa Teachers' College.

SECTION IX

CHANGING A CERTIFICATE VALID IN ELEMENTARY SCHOOLS IN WHICH FRENCH IS A SUBJECT OF INSTRUCTION WITH THE APPROVAL OF THE MINISTER TO AN INTERIM CERTIFICATE VALID IN THE ELEMENTARY SCHOOLS

13. The holder of a certificate valid in elementary schools in which French is a subject of instruction with the approval of the Minister may obtain a corresponding Interim certificate valid in the elementary schools by submitting

    (a) his Interim or Permanent certificate, and

    (b) evidence of the successful completion of the final examinations in English Part I, English Part II, and Science at a Teachers' College other than the University of Ottawa Teachers' College.